

**SPACE TEST AND ENGINEERING CONTRACT (STEC)
BASE SUPPORT AGREEMENT**

A. In accordance with the clause entitled "Base Support," the Contractor will be provided the following at **Kirtland Air Force Base (KAFB):**

1.0 Administrative Services

1.1 Distribution of mail addressed to the Contractor and interoffice distribution services for Contractor/Government correspondence, including Federal Express services, will be provided on base.

1.2 Duplicating Services will be provided through the Defense Printing Service. Such services are limited to those Contractor personnel assigned to Kirtland AFB and will be directly related to the accomplishment of tasks specified in the Statement of Work.

1.3 Air Force publications, blank forms, local host-base publications, and other Government-oriented forms are available through the worldwide web or will be provided by the government POC, as required.

2.0 Photographic and Graphics Documentation. Still, non-technical, black-and-white, 35mm slide photographic documentation, and limited illustrating and drafting services will be provided as required. These services will be scheduled through the VO government representative.

3.0 Ground Communications, Electronics Operations

3.1 All government provided electronic messages will be routed through Defense Messaging Service (DMS).

3.2 Common user telephone services will be provided for Contractor use. Contractor personnel will place all official long distance calls over DSN or same or similar services such as Federal Telephone Service/FTS.

3.3 Access to ADPE on KAFB will be provided within existing VO resources. The contractor may also provide contractor-owned ADPE that is compliant with local ADPE policies in effect at the time. The Air Force will provide LAN connectivity to contractor provided ADPE that is compliant with local LAN policies. Removal or modification of common user communications equipment will be accomplished only with the approval of the VO government representative.

3.4 The government will provide the contractor with pagers and/or cellular phones if they are deemed necessary by the VO government representative.

4.0 Supply

4.1 Supply services will be provided to the contractor consistent with regulations and instructions to include administrative office supplies (housekeeping supplies, duplicating paper, etc.) and office equipment (access to computers, copy machines, faxes, etc.)

4.2 The Contractor will be provided with an inventory listing of Government Equipment. The contractor will sign-out equipment during use and will be responsible to the Government for the condition and control of such equipment when in his possession. The Government will provide disposition instructions to the contractor for any equipment, which requires repair or disposal.

4.3 A government vehicle will be provided for handling of materials on a check-out basis. The driver shall have a valid government operator's license. Requirements for specialized vehicles such as fork lifts and heavy-duty vehicles/equipment shall be coordinated with the Project Officer and Base Transportation Office .

5.0 Civil Engineering

5.1 The Government will provide limited facilities to satisfy the property requirements of the Contractor in direct support of this contract. Facilities provided will include technical operating facilities; administrative office space, furnishing, and equipment; and equipment/materials storage space and/or containers for equipment and unclassified materials. Due to the limited office-work space and equipment/material staging facilities, space allocations must be approved by Det 12 Mission Support and the Chief of Space Vehicle Operations (DET 12/VO) or their designated representative.

5.2 The government will provide routine maintenance support for facilities (real property and office equipment not otherwise being maintained under the contract) by performing maintenance, minor repairs, and custodial services; providing utilities; and accomplishing appropriate fire inspections and fire prevention measures. Contractor personnel shall cooperate in fire inspections and fire prevention measures; maintain their work areas in a state of cleanliness consistent with the work being performed; dispose of trash as it accumulates; and comply with Air Force fire prevention directives and procedures as implemented by the Det 12 Safety Office and the KAFB Fire Marshal.

6.0 Personnel Services

6.1 Limited government dining facilities are available to Contractor personnel on a pay-as-you-go basis.

6.2 Limited vehicle parking spaces will be available to Contractor personnel assigned to Kirtland AFB consistent with applicable regulations and policies.

6.3 No medical services will be provided. Contractor personnel requiring medical services will be referred to a local physician or hospital.

7.0 **Security Police.** The Government will provide guidance on badging of Contractor personnel and privately owned vehicles. The Government will also provide physical security, resource protection and surveillance of government property and facilities.

8.0 **Janitorial Service.** The Government will provide janitorial services for Contractor occupied areas.

9.0 **Training.** Entry of contractor personnel into government sponsored familiarization and/or orientation courses which impact duty or job performance requirements are authorized. The contractor shall request enrollment through Det 12 Mission Support. The contractor is responsible for training their personnel to meet the performance requirements of the Statement of Work and the contract. The government will reimburse the contractor for travel expenses incurred in attending contract performance related training classes with prior approval. The government may require the contractor to reimburse all training expenses for personnel who leave the contract within 180 days of government paid training.

10.0 **Test Measurement and Diagnostic Equipment (TMDE).** The Government will provide inspection, maintenance, repair, calibration, and certification of precision instruments, and TMDE to ensure performance at established standards.

B. In accordance with the clause entitled "Base Support," the contractor will be provided the following at **Schriever Air Force Base (SAFB):**

1.0 Administrative Services

1.1 The government will provide administrative services to include mail and message delivery service for personnel permanently located at SAFB only.

1.2 The government will provide limited printing and duplicating services to the contractor at SAFB. Such printing and duplication shall be directly related to accomplishment of SOW tasks. Services shall be requested

through and approved by the government technical lead. After coordination with technical lead, the contractor may also use commercial sources as required to carry out requirements of this contract.

1.3 The government will provide the contractor with government publications, blank forms, host base publications, and similar government forms on an "as required basis" in support of contract performance. The Schriever Technical Library is also open for research of Air Force instructions, Schriever drawings and specifications, and other documentation.

2.0 Ground Communications/Electronic Operations

2.1 The government will provide common-user communications service for personnel located at SAFB only. This includes access to secure telephones. Long distance access is available by DSN/FTS for official business or by company or personal credit card. Use of common services is strictly limited to matters related to accomplishment of SOW tasks. Access to local area networks is also provided for official use of electronic mail. Access to ADPE within Joint National Integration Center (JNIC) or other locations on SAFB will be provided within existing SMC Det 12/VO resources. Access will be provided via SMC Det 11 SMCFALCONLAN, this access will be administered by the SMC Det 11 LAN Support Contractor. The contractor may also provide contractor owned ADPE that is compliant with local ADPE policies in effect at the time. The Air Force will provide LAN connectivity to contractor provided ADPE that is compliant with local LAN policies.

2.2 All government provided electronic messages will be routed through Defense Messaging Services (DMS).

2.3 Moving, modifying, or removing existing common-user communications equipment or adding new equipment can only be accomplished through the technical lead with coordination and approval through the appropriate process.

3.0 Security Police The government will provide guidance on badging of contractor personnel. The government will also provide physical security, fingerprinting, resource protection and surveillance of government property and facilities.

4.0 Civil Engineering and Maintenance Support

4.1 The government will provide facilities on a space available basis to satisfy the real property requirements (technical operation facilities, administrative office space, furnishings and equipment, and storage space for equipment/materials). Contractor personnel will be co-located with military personnel, DoD civilians, and other contractors who perform work at Schriever. Technical, administrative, and storage space are all extremely limited at Schriever; all space allocations must be justified to the government technical lead and approved by the base Facilities Utilization Board (FUB). Space allocations within SMC temporary facilities must be approved by SMC, Det 11/OL-AC chief.

4.2 At SAFB, the government will provide routine maintenance support for facilities (real property and office equipment not otherwise being maintained under the contract) by performing maintenance, minor repairs, and custodial services; providing utilities; and accomplishing appropriate fire inspections and fire prevention measures. Contractor personnel shall cooperate in fire inspections and fire prevention measures; maintain their work areas in a state of cleanliness consistent with the work being performed; dispose of trash as it accumulates; and comply with Air Force fire prevention directives and procedures as implemented by the SAFB Fire Marshall.

5.0 Spare Parts Storage On-site SAFB inventories of spare parts and materials shall be within the confines of government-provided, secure facilities as approved by the Facilities Utilization Board.

6.0 Services (Personnel)

6.1 Billeting and messing facilities: No billeting is available. The government cafeteria located at Schriever is open to contractor personnel, however they may be required to pay a surcharge. The facility operates on a pay-as-you-go basis. A concessionaire-operated convenience store, vending machines, and cafeteria are also available on Schriever.

6.2 Parking: Parking is an open lot for all Schriever employees except for carpools, handicapped, and government supervisory personnel. Each of these exempted categories has special stickers or placards for their restricted parking areas; contractors are eligible for carpool and handicapped placards.

6.3 Medical: Routine medical services are not available at SAFB. Emergency services are available through the SAFB Aid Station on a cost reimbursable basis.

6.4 Miscellaneous Services: Access to Schriever exercise facilities is available. (Be advised, priority preference is given to military and government civilian personnel.)

7.0 Training Contractor personnel may participate in government provided training for courses which provide orientation and familiarization with job performance on a space available basis; this includes computer based courses and formal courses. Courses are scheduled through the Air Force technical lead for the task. Availability of these courses does not relieve the contractor from their duty to provide fully qualified employees for contract performance. The government will reimburse the contractor for travel expenses incurred in attending contract performance related training with prior approval. The government may require the contractor to reimburse all training expenses for personnel who leave the contract within 180 days of government paid training.